

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2009-10**

Department:

**CENTRAL GARAGE  
(10800)**

Function:

**General**

Activity:

**Other General**

Fund:

**Central Garage**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2007-08</u>	<u>BOARD APPROVED EXPENDITURES 2008-09</u>	<u>DEPARTMENT REQUEST 2009-10</u>	<u>CAO RECOMMENDATION 2009-10</u>
<b><u>INCOME</u></b>				
662740 Charges for Mileage	1,623,956	1,695,208	1,727,759	1,727,759
<b><u>OTHER INCOME</u></b>				
640101 Interest	81,715	80,000	60,000	60,000
680103 Sale of Fixed Assets & Other Sales	25,380	20,000	15,000	15,000
680401 Miscellaneous & Other Services	1,159	2,000	1,000	1,000
680214 Intergovernmental Revenue	57,379	25,000	0	0
673908 Other Income - Damages	11,689	2,000	1,000	1,000
662741 Vehicle Maintenance Charges	251,124	206,500	220,000	220,000
<b>TOTAL INCOME</b>	<b>2,052,402</b>	<b>2,030,708</b>	<b>2,024,759</b>	<b>2,024,759</b>
<b><u>EXPENSES</u></b>				
721930 Cost of Inventoried Material & Supplies Used	<b>967,953</b>	<b>845,000</b>	<b>860,000</b>	<b>860,000</b>
<b><u>OTHER OPERATING EXPENSES</u></b>				
710102 Permanent Salaries	283,870	280,000	283,000	283,000
710103 Extra Help	1,902	5,000	3,000	3,000
710200 Retirement	54,383	69,500	68,800	68,800
710300 Health Insurance	40,756	42,500	43,900	43,900
710400 Workers' Compensation	2,547	1,736	1,716	1,716
720200 Clothing & Personal Supplies	1,359	1,500	1,900	1,900
720300 Communications	938	1,500	1,000	1,000
720500 Household Expense	672	800	900	900

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<b><u>OTHER OPERATING EXPENSES</u> (continued)</b>				
720600 Insurance	81	85	64	64
720605 Employer Share of Retiree Insurance	10,172	8,650	11,100	11,100
720800 Maintenance - Equipment	2,695	4,000	4,300	4,300
720900 Maintenance - Structures & Grounds	3,039	7,000	7,000	7,000
721000 Medical, Dental & Laboratory Supplies	0	100	100	100
721300 Office Expense	1,334	1,750	1,600	1,600
721400 Professional & Specialized Services	54,915	75,000	75,000	75,000
721600 Rents & Leases - Equipment	783	600	600	600
721800 Small Tools & Instruments	1,958	1,800	1,800	1,800
721900 Special Departmental Expense	2,698	7,000	6,500	6,500
722000 Transportation & Travel	0	1,500	1,000	1,000
722100 Utilities	13,632	16,000	14,000	14,000
731000 Depreciation	495,000	605,000	580,000	580,000
731400 Intrafund Transfer - Cost Plan	54,687	54,687	57,479	57,479
<b>TOTAL EXPENSES</b>	<b>1,995,374</b>	<b>2,030,708</b>	<b>2,024,759</b>	<b>2,024,759</b>
<b>Income Over (Under Expenses)</b>	<b>57,028</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FIXED ASSETS EXPENDITURES</u></b>				
740200 Buildings & Improvements	0	0	0	0
740300 Fixed Assets	756,952	566,700	402,500	402,500
<b>TOTAL FIXED ASSETS</b>	<b>756,952</b>	<b>566,700</b>	<b>402,500</b>	<b>402,500</b>

COMMENTS

The Central Garage operates as a preventative maintenance and automotive repair facility to establish better utilization of the vehicles the County operates. The Central Garage controls, maintains, and services all County vehicles, except the Road and Fire Department vehicles, and is located directly behind the former Information Technology Building. The Administrative Office provides administrative and fiscal review for this operation. During the period of 7/1/09 to 9/30/10, a new Central Garage will be designed, relocated and constructed in order to provide for the construction of a new Madera County Court Facility in the current location of the Central Garage. The Board has approved this plan and process during Fiscal Year 2008-09.

STAFFING

	2008-09 <u>Authorized</u>	2009-10 <u>Request &amp; Recommend</u>
<u>Permanent</u>		
Automotive Shop Supervisor	1	1
Automotive Technician	3	3
Parts Assistant I or II	1	1
Senior Automotive Technician	1	1
 <u>Extra Help</u>		
Automotive Technician	<u>.2</u>	<u>.2</u>
Total	6.2	6.2

WORKLOAD

	<u>Actual</u> <u>2007-08</u>	<u>Actual &amp; Estimated</u> <u>2008-09</u>	<u>Projected</u> <u>2009-10</u>
Sedans	127	127	127
Sheriff Vehicles	65	65	65
Pickups, SUV's, Vans	129	130	130
Trucks	<u>2</u>	<u>2</u>	<u>2</u>
Total Vehicles	323	324	324

ACCOUNT CLASSIFICATIONINCOME

Charges for Mileage is recommended at \$1,727,759. This amount represents the cost of the total miles traveled by the vehicles maintained by the Central Garage. Estimated miles to be traveled during 2009-10 are 3,100,000.

It is recommended that the following Central Garage mileage rates be approved for 2009-10, effective July 1, 2009. These rates were last adjusted in the 2005-06 Budget, and are recommended unchanged for Fiscal Year 2009-10.

Sedan	45¢ per mile	Sheriff Vehicles	70¢ per mile
Pickups and Vans	54¢ per mile	Trucks	\$1.02 per mile

Note: The IRS rate for personal employees' vehicles is 55¢ per mile as of 1/1/09, and will be readjusted by the IRS on 1/1/10.

EXPENSES

Cost of Inventoried Materials & Supplies Used is recommended at \$860,000. This expense account pays for material and supplies used to operate and maintain the vehicles (parts, tires, fuel, lubricants, batteries, etc.).

OTHER OPERATING EXPENSES

- 710102     Permanent Salaries is recommended at \$283,000. This account pays for the permanent staff of an Automotive Shop Supervisor, one Senior Automotive Technician, three Automotive Mechanics, and one Automotive Equipment Parts Assistant.
- 710103     Extra Help is recommended at \$3,000, and provides for an extra-help staff when required.
- 710200     Retirement is recommended at \$68,800, and reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300     Health Insurance is recommended at \$43,900 based on estimated requirement.

OTHER OPERATING EXPENSES (continued)

- 710400     Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.
- 720200     Clothing & Personal Supplies is recommended at \$1,900 and pays for protective clothing, masks, glasses, and uniform cost.
- 720300     Communications is recommended at \$1,000 based on present cost experience.
- 720500     Household Expense is recommended at \$900. This account pays for rags, towels, degreasers, soaps, etc.
- 720600     Insurance contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720605     Employer Share of Retiree Insurance is recommended at \$11,100.
- 720800     Maintenance - Equipment is recommended at \$4,300. This account pays for maintaining equipment in the shop.
- 720900     Maintenance - Structures & Grounds is recommended at \$7,000. This account pays for the maintenance of the Central Garage building and grounds.
- 721000     Medical, Dental & Laboratory Supplies is recommended at \$100 for first aid supplies.
- 721300     Office Expense is recommended at \$1,600. This account pays for forms, parts manuals, copy costs, and general office supplies.
- 721400     Professional & Specialized Services is recommended at \$75,000. This account pays for automatic transmission work, major overhauls, radiator repair, and any work that cannot be performed by the Central Garage staff. This account also provides for a designated Underground Storage Tank License Inspector to test and inspect the underground tanks (\$1,800), and update computer maintenance software to assist in tracking cost and maintenance more efficiently (\$4,000). The staff will coordinate this effort with the Information Technology Department.
- 721600     Rents & Leases - Equipment is recommended at \$600. This account pays for rental of equipment the shop does not have in inventory.
- 721800     Small Tools & Instruments is recommended at \$1,800 to pay for hand tools used by the staff.

OTHER OPERATING EXPENSES (continued)

- 721900      Special Departmental Expense is recommended at \$6,500 to pay State administrative costs for the purchase of vehicles (\$4,040), and (\$1,500) to subscribe to Internet service for service manuals, and (\$1,960) for annual update for the onboard vehicle scanner.
- 722000      Transportation & Travel is recommended at \$1,000. This account pays for incidental travel cost when the staff must go out-of-County to retrieve County vehicles and for training.
- 722100      Utilities is recommended at \$14,000 based on present cost experience.
- 731000      Depreciation is estimated at \$580,000. This account provides funds for vehicles which need to be replaced in the future.
- 731400      Intrafund Expenses is recommended at \$57,479. This account pays back the General Fund for all Purchasing, Human Resources, Administrative, and Auditor-Controller costs that are used by this function.

FIXED ASSETS

- 740300      Equipment - The following equipment is recommended:

Keylock Fuel System (N) (\$29,000) This Keylock System will monitor fuel pumps and vehicle usage. Currently the fuel systems at the Madera Central Garage and Bass Lake are not fully monitored and there is the opportunity for abuse, as it is an honor system that has never been completely audited. By installing a keylock system on the pumps, we can monitor fuel use, MPG, up to date mileage and any abuse with instantaneous information. It would allow the Central Garage to fully integrate the maintenance system that we have been developing with IT, and allow mileage reports to be shared with the Auditor/Controller's Office, streamlining reports and billing to different Departments. This system will be able to track fuel efficiency and any discrepancies in the pumping of fuel into County vehicles by watching the fluctuation of MPG per vehicle. This system can be moved to the new Central Garage when it is completed with very little trouble.

FIXED ASSETS (continued)

The following vehicles have been requested to be replaced or added to the respective Departments:

<u>Department</u>	<u>Vehicles to be Replaced</u>	<u>Approx. Mileage at Time of Trade-In</u>	<u>Additional Vehicle Request</u>	<u>Vehicle Replaced With</u>	<u>Estimated Cost</u>	<u>Remarks: Recommended/ Not Recommended</u>
Pool	1999 12-Passenger Van (Wrecked)	56,200	-	Used 10-12 Passenger Van	\$ 12,000	Recommended
Corrections	2003 Passenger Van	160,000	-	One Ton Cargo Van	24,500	Recommended
District Attorney	2001 Mid-size Sedan	165,000	-	Mid-size Sedan	18,900	Recommended
RMA-Special Districts	1999 3/4 Ton Pickup 4x4	143,000	-	3/4 Ton Pickup LWB 4x4	23,500	Recommended
RMA-Special Districts	2003 3/4 Ton Pickup 4x4	144,000	-	3/4 Ton Pickup LWB 4x4	23,500	Recommended
Sheriff	(4) Sedans (Patrol)	147,000	-	(3) Sedans (Patrol)	90,600	Recommended
Sheriff	(1) 4x4 (Patrol)	148,000	-	(1) 4x4 (Patrol)	35,500	Recommended
Sheriff	(5) Pickups 4x4 Extended Cab	143,000	-	(5) Pickups 4x4 Extended Cab	145,000	Recommended
Social Services	2002 Mid-size Sedan	123,900	-	Mid-size Sedan	18,900*	Recommended
Social Services	2002 Mid-size Sedan	121,200	-	Mid-size Sedan	18,900*	Recommended
Social Services	2003 Mid-size Sedan	128,800	-	Mid-size Sedan	18,900*	Recommended

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Total Vehicles Requested: 18

Total Vehicles Recommended: 18

Total Funds Recommended: \$373,500\*\*

\*This amount is budgeted in the Social Services Department - Fixed Assets account and the vehicles will be maintained by the Central Garage for a charge.

\*\*This amount will be appropriated from the accumulated depreciation cash balance reserve from the Central Garage for vehicle replacements that are assigned and maintained by the Central Garage.